

To: White, Elizabeth[white.elizabeth@epa.gov]
Cc: Minoli, Kevin[Minoli.Kevin@epa.gov]
From: Fine, Steven
Sent: Tue 9/26/2017 9:19:02 PM
Subject: FW: FOIA at EPA Briefing for Beth White

Beth,

I'm sorry for the confusion regarding scheduling the meetings. I know my scheduler talked to you about scheduling a meeting for a similar purpose on Fri. At this point, Kevin and I recommend that we use tomorrow's meeting for a general introduction using the agenda Kevin has proposed. Unfortunately I won't be able to attend at that time. Then Larry Gottesman (agency FOIA Officer) and I will meet with you and Brian at the previously scheduled time Fri. morning to discuss some OEI-specific issues.

If you have any concerns or alternate suggestions, please let me know.

Thanks.

Steve

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Steve Fine, Ph.D.

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From: Minoli, Kevin
Sent: Tuesday, September 26, 2017 4:46 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: White, Elizabeth <white.elizabeth@epa.gov>
Subject: FOIA at EPA Briefing for Beth White

Steve- As we discussed, I wanted to pull together OEI and OGC to give Beth an overview of FOIA at EPA, the roles of our offices, and our current docket of requests. It looks like 4:00 works for most folks, but may not work for you. The calendar also shows Larry being out all week. Could you let me know if either of you could make it then, or if someone else may be able to represent you if not. I drafted an agenda which, as you can see below, envisions a prominent role for the FOIA Program folks, so if no one can make it at 4:00 we will need to reschedule or adjust the agenda. If 4:00 does not work, could you please let me know when tomorrow would? Thanks, Kevin

Meeting Description:

Ex. 5 - Deliberative Process

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Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

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